

## **DSHS Public Records Manager | Click [here](#) for a complete job posting and application instructions**

Join the Department of Social and Health Services, Human Resources Division as Public Records Manager. You'll respond to employee related requests for public records made under the Public Records Act and fulfill a broad range of requests from individuals, organizations, media and attorneys.

We're looking for a public records subject matter expert with critical thinking skills to qualify requests and respond timely. We'll need your expertise in locating, managing, and disclosing records as you'll have the authority to determine whether to release, withhold or redact records under the public records laws. You will advise human resources staff and management on their role in producing responsive records and requests, in order to mitigate risk.

Take the challenge to work for the largest agency in the state with a workforce of 18,000 employees. You'll have lots of responsibility – the laws that you work with are complex and quickly changing.

### **Some of what you'll do**

- Manage high profile, complex and high volume of employee related public records requests
- Assign work and provide guidance to staff as their lead worker
- Obtain records, review information to disclose, redact, withhold documents, and respond to requestors timely
- Draft correspondence to requestors and cite legal authority for redacting and withholding records from disclosure which carries a legal decision for the agency
- Consult with management on complex and high profile public records requests and coordinate with stakeholders, Attorney General's Office and other entities
- Obtain legal interpretation of public records law
- Plan, create, and present training to human resources staff statewide

### **Here's what we're looking for**

- A Bachelor's Degree with a focus on Business, Human Resources, Social or Organizational Behavioral Sciences or related field
- 2 years experience managing public records requests for a government agency (Experience may substitute, year for year, for the degree)
- Professional experience in a public agency administering state and federal laws related to public records management
- Advanced expertise in employee related records, the Public Records Act, and electronic records issues (including metadata and native format)
- Strong facilitation skills and experience in delivering classroom training
- Effective writing and verbal communication skills

### **Interested?**

Submit an application

Resume

Letter of Interest

**Questions** contact [Surie.Hughes@dshs.wa.gov](mailto:Surie.Hughes@dshs.wa.gov)